

## **Substitute License- K-12**

**This license can be used to substitute in grades kindergarten through twelve in Nevada schools.**

### **Qualifications:**

- An applicant must be a citizen of the United States or be a lawful permanent resident of the United States.
- Minimum 60 semester credits or an associate's degree earned through a regionally accredited college/university reflected on an official transcript. Foreign transcripts must be accompanied by an original a course-by-course and degree equivalency evaluation done by an approved evaluator service before application for licensure is made. (Acceptance of Foreign Transcripts)

### **Required Documents for Application**

- Four Page Substitute Application Packet (Initial Application Form Child Support Form, and Fingerprinting Authorization Form) If you have indicated a positive response on the Restricted Personal Data questions, please submit a disclosure form TL.Disc.
- Application Fee \$161 (payable only by cashier's check or money order to Nevada Department of Education)
- One completed FBI fingerprint cards FD-258 (See directions for completion of this card on the Fingerprint Authorization Form.)
- Official transcripts (Transcripts need the registrar's signature and raised seal, but do not have to be submitted in a sealed envelope)

### **Optional Documents** (Not needed for initial application, but will become provisions on the license)

- Official score report for Nevada School Law, Nevada Constitution, and U.S. Constitution
- Official ETS passing score report for Praxis I (PPST)